

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

MINUTES

Friday, June 28, 2013

2:01 p.m. – 3:42 p.m.

Hilton Daytona Beach Oceanfront Resort

100 North Atlantic Avenue

Daytona Beach, FL 32118

(386) 254-8200

1. Call to Order 2:01 PM

2. Roll Call

President, Michael Titmuss

1st Vice President, R. Sam Sullivan

2nd Vice President, Joanne Naumann

3rd Vice President, Leslie Banta

Sergeant-at-Arms, Danny Thompson

Treasurer, Kimberly Corbin

Secretary, Lori Troxel

Immediate Past President, Jim Dehne

Also present: Marilyn Crotty, IOG Bob Hamilton

3. Approval of Agenda

Motion to approve the agenda:

R. Sam Sullivan second: Jim Dehne

Motion carried unanimously

4. Welcome Visiting Members

Cindy Drake – Wellington, FL

Ken Jackson- Palm Beach County

5. Opening Comments –

President Michael Titmuss welcomed everyone to the board, and is looking forward to working with us.

6. Reports

A. Treasurer – Kimberly Corbin

- a. **Budget Closeout-** was done by the previous Treasurer at the Post Conference Business Meeting. We do not have the 2014 Conference Budget yet.
- b. **Board Credit Cards-** Cindy Drake advised she will work on the Business Meeting minutes, in order for the new Board to receive their credit cards. Treasurer Kimberly Corbin advised on what will be required from all new board members for credit card issuance (Please email Kimberly the following information):
 - a. Copy of Driver's License
 - b. Social Security Number
 - c. Phone and Email
- c. **Credit Card Limits-** Board Member limits are as follows:
 - President- \$2500
 - 1st Vice- \$5000
 - 2nd Vice- \$3000
 - 3rd Vice- \$1000 down from \$3,000
 - Treasurer- \$1000

- Secretary- \$1000
- Sgt. Of Arms- \$2500
- Past President \$1000

*Open Discussion on keeping the 3rd Vice President’s monthly limit at \$3000 and raising the monthly limit for Sgt. of Arms to \$3000. Sam Sullivan indicated a need to raise the limit due to legislative trips and problems with authorization.

Motion to raise the credit card limit for the Sergeant of Arms from \$2500 to \$3000:

Joanne Naumann Second: R. Sam Sullivan

Motion passed unanimously

B. President – Michael Titmuss

a. **Confidential Board Contact List** - Email Secretary Lori Troxel with your contact information in order for the list to be created.

b. **Future BOD Meetings-**

- August 9 and 10; IOG in Orlando, FL (Update Strategic Plan facilitated by Marilyn Crotty 9am to 12 pm)
- December 2 and 3; TBD (Site visit to hotels considered for the 2015 Conference)
- February 18 and 19; Tallahassee
- May 1 and 2; TBD (Designation of Scholarships)
- June 9 and 10; Tampa

c. **Committee Members** - Committee members should be appointed as soon as possible. Please consider working with past Board Members to

get feedback on experienced individuals, also remember to consider using someone new on your committees. Debbi Leigh would like to know if she can serve as a committee member. Bob Hamilton checked the By-Laws and determined all members can serve on committees, however, retired members shall not be considered “Active Members” for purposes of voting and holding office.

d. **Florida League of Cities 2013 Conference-** The conference is August 15-17, Jim Dehne and Michael Titmuss will be going.

C. **IOG** – Marilyn Crotty

a. **Evaluations-** IOG staff will be reviewing and a summation will be sent out as soon as it is completed.

b. **2014 Conference-** Registration dates will need to be determined, and the late registration date set. Reminder this is the 25th Anniversary and a Special Celebration should be planned.

c. **Conference Cancellation Policy-** The current cancellation policy requires \$100 administrative fee be withheld from a refund request that is received prior to the established deadline (\$70.00 will go to the IOG, and \$30.00 will go to FACE). Questions were posed regarding exceptions to this policy.

*Open Discussion on refund issues: The Board will determine refund of fees; Joanne Naumann indicated it is valid to keep the same fees for refunds and advised other refunds should be on a case by case determination. Jim Dehne agreed, although indicated confirmation with the hotel for charges already assessed F.A.C.E would be advised prior to final refund determination.

d. **CEH's**- A sensitive issue arose during this conference where a few members were observed sitting out of the classes designed to earn continuing education hours, and then entering at the last portion to obtain the code for credit. Marilyn inquired if these individuals should get the credits or should they be withheld.

* Open discussion ensued and it was decided that the Board will work on recommendations for future accountability for classes. Joanne, Danny, and Sam will meet to discuss changing the way attendance at conference session is verified. For now those in question will receive their credit.

D. **1st Vice President** – R. Sam Sullivan

a. **2014 Conference-**

The conference will be held June 10-13, 2014, at the Tampa Marriot Waterside, 700 South Florida Avenue, Tampa FL 33602. Sam indicated he is working on selecting his committee for the 25th Anniversary. Sam Sullivan stated he would like some of his committee members to be from the Tampa Bay area.

E. **2nd Vice President** – Joanne Naumann

a. **Certification Committee Members & Goals-** Committee Member enrollment has already started. Past 2nd Vice President Mike Donovan, has advised on individuals from his past committee. Joanne said she is looking forward to putting her committee together and getting started.

F. **3rd Vice President** – Leslie Banta

a. **Membership Update-** Working on getting her committee together. Would like committee members to come from throughout the State in order to provide the coverage needed to drive membership numbers up.

Has already met with South Florida members willing to help enlist new jurisdictions.

- b. **INTERFACE Articles/Deadline Dates** – Mike Titmuss advised Leslie she is responsible for the Interface as editor. The Interface is published September, December, March, and May. The deadlines were the 8th for publishing on the 15th of these months. Once the Articles are compiled they need to be sent to Michelle at the IOG and Leslie.

G. Sergeant-at-Arms - Danny Thompson

- a. **Legislative Committee Objectives-** Danny stated his first action item will be to contact David Shepp our lobbyist and work on a presentation for the Florida League of Cities policy committee meeting in Jacksonville in September.
- b. **Certification Bill-** Our members need to help push the bill. We need everyone to understand and remind our legislators this is not an unfunded mandate as once thought to be. We need to emphasize the risk management issues to government agencies by sending out uneducated personnel in the field.

*Open Discussion on the Certification Bill and the need for F.A.C.E. member assistance in pushing it in Tallahassee.
- c. **Election Ballots-** Our ballot box contains the past two years of ballots

Motion to destroy all Ballots once they are read into the record:

Jim Dehne Second: R. Sam Sullivan

Motion passed unanimously

H. Secretary – Lori Troxel

a. **Board Member Contact List and E-mail Group**- all board members will need to email the Secretary their contact information in order for a confidential Board Contact list to be created.

b. **Election Results**- This item is referred to Immediate Past President Jim Dehne

I. Immediate Past President – Jim Dehne

a. **Nomination report – 2013 Election Results**

- 3rd Vice- 63 Leslie Banta 20 Ken Jackson
- 2nd Vice- 39 Mike Donovan 52 Joanne Naumann
- 1st Vice- 21 Cindy Drake 30 Hector Garcia 40 Sam Sullivan

b. **Quick Review of Previous Year**

J. Webmaster- Mark Caskie

a. Mike Titmuss advised the board that Mark Caskie is our webmaster. He will need a photograph from each new Board member for the website.

K. Historian- Donna Wisniewski

a. Mike Titmuss advised the board that Donna Wisniewski is our historian.

4. Old Business-

No old business

5. New Business-

A. AACE Conference – F.A.C.E. Board of Director Representative- the AACE Conference is being held this year from October 29-31, 2013, usually the F.A.C.E. President attends and represents F.A.C.E. Mike Titmuss will find out if he can attend and let the Board know.

Motion to adjourn 3:42PM

Sam Sullivan Second: Joanne Naumann

Motion carried unanimously

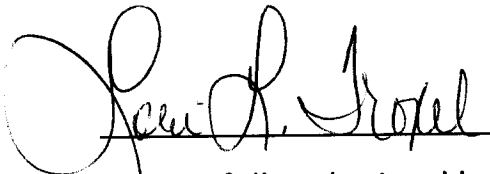
Email received changing the date of the August Board of Directors Meeting to the following:

The next meeting will be held Tuesday August 13, 2013 at 9:00AM and Wednesday, August 14, 2013; to be held at the IOG Offices; Orlando, FL

Attest:

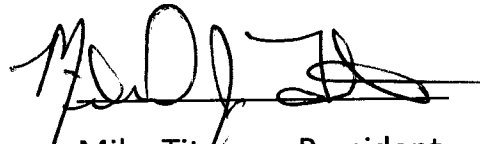
Approved:

Florida Association of Code Enforcement



Respectfully submitted by

Lori L. Troxel



Mike Titmuss, President